DOCUMENT RESUME

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TITLE	Teacher Aide Training System (Administrator's Manual). Description of Teacher In-Service Education Materials.
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ABSTRACT

The educational material described is designed for the use of administrators and all personnel who are involved in the training of teacher aides. Topics covered in the described course are the project coordinator, advisory council, school administrators and teachers, trainers, research team, teacher aide trainees, subject matter consultants, the training and followup. Information is provided on course purposes, content, activities, resources, and history of development. A critique and ordering information are included. (JD)

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ED179500

DESCRIPTION OF TEACHER IN-SERVICE EDUCATION MATERIALS

A. SUMMARY INFORMATION

Title: TEACHER AIDE TRAINING SYSTEM (Administrator's Manual)

Publication Date(s): Copyright, 1968

Intended Users: Administrators and all personnel who are involved in the training of teacher aides in an entire system

Grade Level(s): K - 12

Number: Class-sized group

Primary Focus: "This comprehensive system includes every phase of training of personnel....the cognitive dimension...the attitudinal elements of an effective aide...in disadvantaged areas."

School subject(s) and/or in-service topic(s) covered:

Inservice topics include discussion about the project coordinator, advisory council, school administrators and teachers, trainers, research team, teacher aide trainees, subject matter consultants, the training and follow-up (focusing on new careers and improved schools).

What participant does in using the materials:

Participant performs nine activities according to a system given:

- Appoints project coordinator
- Appoints advisory council
- Prepares other school administrators
- Selects and trains teacher aide trainers
- Selects teacher aide trainees
- Selects subject matter consultants
- Trains aides
- Implements on-going activities

Resources: The personnel, materials and time required include:

- School administrators ;
- Trainers, trainees (aides);
- Teachers;
- Community representatives;
- Classroom space ; and a
- Project coordinator.

Time required for completion of the program is thirty weeks (one session per week).

Describer critique: The technical quality of this product is very high. The kit is a most practical tool -- thorough in its analysis, readable in its style. Its scope should make it an excellent instrument for use by school administrators.

SP 014 323

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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B. In-Depth Information

1.0 PURPOSES:

The developers state:

"The purpose of this administrator's manual and, in fact, of the entire comprehensive SRI Teacher Aide Training Systems Kit is to provide the school administrator with the necessary guidelines, procedures and materials such that thorough and effective planning, professional implementation, and total participant commitment to the teacher aide program can be obtained."

The rationale for developing the product centered on the controversy over use of paraprofessionals in schools. Developer found those involved in use of teacher aides to have positive feelings, those who had not been so involved, to have negative feelings on aides. Developer aimed to analyze and lay out the "pros" and "cons".

"This Teacher Aide Systems Kit has been designed to enable the school administrator to set up...a well-planned training system, with minimal consultant help. With this system, a school system should be able to move immediately into a functioning teacher aide program."

2.0 CONTENT — Scope and Sequencing of Topics:

The manual is an 38-page book. Also included are teacher instructions for each unit.

Contents:

Preface	
Introduction	7 pages
Summary	5 pages
Chapter 1: The Project Coordinator	4 pages
Chapter 2: The Advisory Council	4 pages
Chapter 3: School Administrators and Teachers	14 pages
Chapter 4: The Trainers	6 pages
Chapter 5: The Research Team	3 pages
Chapter 6: The Teacher Aide Trainees	3 pages
Chapter 7: Subject Matter Consultants	3 pages
Chapter 8: The Training	2 pages
Chapter 9: The Follow-Up: New Careers and Improved Schools	7 pages
Administrator's Checklist	4 pages
Bibliography	6 pages
Appendix	21 pages

There are no pre-requisites for use of the program.
The material is intended to be used sequentially.

3.0 ACTIVITIES AND RESOURCES INVOLVED IN USE OF PRODUCT

3.1 Description of main in-service activities: The sequence of activities is:

- Appointment of coordinator,
- Appointment of Advisory Council,
- Preparation of school administrators and teachers,
- Selection and training of trainers,
- Implementation of research and evaluation design,
- Recruitment and selection of aides,
- Selection and preparation of subject matter consultants,
- Training of aides, and
- Implementation of on-going activities.

3.2 Help given in use of product:

Included are:

- A teacher's aide discussion papers series;
- Charts on work and organization;
- A bibliography ;
- Appendix with sample forms, duties of teacher aides, rules and regulations governing aides;
- Handbook for coordinator, handbook for aides;
- Sample directive for principals; and
- Sample evaluation forms for aides.

There is also a Trainer's Manual in this TEACHER AIDE TRAINING SYSTEM, secured from the same distributor (See 5.3).

4.0 EVALUATION OF TEACHER INSERVICE LEARNING

The appendix provides sample forms with which to evaluate program, A nine-part model schedule should also be adaptable as a checklist for assessment of a given program's progress. No pre/mid/post assessment tests per se are given. However, an instructor could readily design such tests.

The Leadership Lab Design can also be adapted (Design A, p. 24) as an evaluative instrument.

5.0 ORDERING INFORMATION

5.1 Resources required/recommended:

User must supply the following personnel: project coordinator, school administrators, trainers, teachers, teacher aide trainees, community representatives.
Total time required for completion of the program is thirty weeks (one session per week).
Classroom space is needed.

5.2 Distributor name/address:

The MacMillan Company
School Division
Front & Brown Streets
Riverside, NJ 08075
(609) 461-6500

5.3 Components/approximate costs:

Component	Purchase	Rental	No. Req.	Reusable
TEACHER AIDE TRAINING SYSTEM (Administrator's Manual)	$36.27	No	1	Yes

1 manual
1 set of additional teacher aide discussion papers (included)

The Trainer's Manual, which addresses the trainer's goals for a program of training teacher aides, costs $51.84. It is fully described in NEA's Inservice Information Bank under the code listing TS53.

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6.0 HISTORY OF DEVELOPMENT

6.1 Identification of the developer: Persons involved in the product design are:

Project Directors - A.W. Bagemore, Ph.D., and Stanley Silverzweig;
Research Directors - Frank Riessman, Ph.D., Robert Allan, Ph.D.; and
Training Directors - Saul Pilnick, Ph.D.

All were associated with the Bank Street Project of Scientific Resources (SRI).

6.2 How developed and when:

This kit was developed in 1968 and claims to be the first kit of materials for the training of aides to be developed in the United States.

The product was part of the Bank Street Project of SRI, which used it in classrooms where teacher aides were present. This field-testing provided data for information gathering that took place on a number of projects that were developed to train teacher aides.

6.3 Evidence of effectiveness with users:

No formal evidence from the field-testing was provided by the developers. However, there is a book of tabulated results on the field-tests conducted.

C. DESCRIBER CRITIQUE

Appropriateness / adaptability / technical quality:

The product meets its goal of providing guidelines for administrators. Organization of material is excellent. Language is clear and readable. Format is easy to follow. The practical approach, illustrated by the many sample forms provided, is an asset.

The technical quality is excellent because of the durable bindings and the layout.

Content accuracy/social fairness/community acceptance issues:

The content appears to be accurate. Some may find that the unit on the training of aides, especially their attitudinal training, does not agree with a given value system, But the values seem to be generally acceptable and the presentation is objective.

The follow-up chapter on new careers for teacher aides adds a dimension to the entire product.

Overall summary/comment:

This is an excellent product. The technical quality is professional, as is the text. Its freedom from jargonese is another positive feature of the product. In sum, the kit is useful, and a good training program for initiating a teacher aide system.